

CANS Bulletin

April 2018

CANS

Child and Adult Nutrition Services



south dakota
DEPARTMENT OF EDUCATION
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The Grapevine—A Note From Cheriee

We recently welcomed spring and some may have even celebrated the vernal equinox on March 20, the day with nearly equal hours of night and day. Spring is one of my favorite seasons. I am checking my small garden daily to see if my spring flowers and forsythia bushes are blooming. The melting snow and swelling buds also tells me that school is closer to wrapping up for the year! Are you ready?

We heard some good news about our funding; President Trump signed a \$1.3 trillion spending bill to fund the government through September 30. This bill included full funding for the USDA Child Nutrition Programs. Additionally, there is funding to continue equipment grants, Farm to School grants, and Team Nutrition grants.

The Paid Lunch Equity (PLE) tool for the School Nutrition Program has been released by the USDA. Language to adjust the Paid Lunch Equity rule was included in the recent funding bill, *"For school year 2018–2019, only a school food authority that had a negative balance in the nonprofit school food service account as of January 31, 2018."* We are pleased to see this added flexibility to the PLE rule for schools that operate with a healthy fund balance. Our office is waiting for further guidance from the national office to find out the process for schools to use this flexibility.

The iCAN applications for SFSP and SNP will be opening soon. The iCAN system is continually updated to cover small changes from year to year, to enhance performance, and to fix small issues that are discovered. The system developer ran into an issue that is causing a delay in opening the applications. We are very hopeful that the SFSP application will be opening very soon and the SNP application will open shortly after.

The Proposed Hiring Flexibility Under Professional Standards rule is available for public comment through May 7, 2018. These flexibilities were outlined in last month's bulletin and can be found in full at this [link](#). The Professional Standards hiring requirements have presented many challenges throughout South Dakota and I encourage schools to submit comments about how this rule can affect them. Electronic comments are preferred and may be submitted at: <https://www.regulations.gov/>.

Procurement remains a hot topic. Staff from the regional office visited with our school lunch staff and discussed procurement in schools and conducting procurement reviews. We have started conducting reviews in CACFP, SFSP, and SNP. The guidance from national office has been to allow technical assistance and training in all but the most serious cases of non-compliance. So make sure you continue to learn about and follow proper procurement rules.

Have a wonderful month, stop to smell some spring flowers, and keep smiling with the knowledge that you play an important role in providing food security for children, adults, and seniors in South Dakota.

-Cheriee Watterson

Nutrition Bulletin Update

As you may have noticed, the Nutrition Bulletin had a change in formatting this year. Along with this change in formatting, we are pleased to announce that the bulletin will now be posted all year long! We are excited for this change so we can share program updates all year long! Keep an eye out for the Nutrition Bulletin in June, July, and August!

Check in With CANS Monthly Conference Call SY 17-18 Dates

Check in with CANS is a monthly conference call scheduled for the first Thursday each month. This call is open to all agencies on the School Nutrition Programs. Each call will start with a report from CANS with hot topics, new guidance or program clarifications, and reminders of upcoming dates. There will also be time scheduled during each call for participants to ask questions.

Check in with CANS is scheduled on the first Thursday of each month starting at **2:30 pm CT / 1:30 pm MT**. Calls are scheduled for:

- May 3
- June 7 (*tentative*)

To join the conference call, **dial 1-866-410-8397 and enter code: 6507733610**. If you have trouble joining the conference call, or have additional questions call the CANS office at 605-773-3413. Feel free to send in questions ahead of the call to

DOE.SchoolLunch@state.sd.us please reference "Conference call question" in the subject line.

Shortly before the call an agenda will be posted to the CANS website main page, <http://doe.sd.gov/cans/index.aspx>, under Documents, Conference Calls. Shortly after the call is complete, the call minutes will replace the agenda with additional information. Please join us!

South Dakota Sponsor Spotlight!

Is your school or agency is doing anything unique and interesting in your programs that you would like to share!? Do you want to be featured in our South Dakota Sponsor Spotlight segment!? Submit any pictures along with a summary of the exciting events that you're doing to DOE.SchoolLunch@state.sd.us.

2017 Turnip the Beet Awardees—

Congratulations to Huron School District!

USDA recently awarded the second annual **Turnip the Beet** awards, recognizing outstanding Summer Meal Program sponsors who work hard to offer high quality meals that are appetizing, appealing, and nutritious. In 2017, 111 sponsors from across the country earned Bronze, Silver, or Gold level Turnip the Beet awards. All awardees will receive a certificate and will also be featured in USDA's Food and Nutrition Service (FNS) Summer Newsletter. Gold and Silver awardees will be highlighted in a USDA blog post, and Gold awardees will be identified as Turnip the Beet winners on FNS' Capacity Builder mapping tool (<https://www.fns.usda.gov/capacitybuilder>).

Huron School District received the Silver Turnip the Beet Award. Nice job! We thank you for your commitment to the health and well-being of our nation's children and encourage you to keep up the great work.



Midwest Dairy School Nutrition Equipment Grants

Midwest Dairy is pleased to offer School Nutrition Equipment Grants. The [on-line grant application](#) will be open from April 1-30, 2018. The purpose of the grant is to assist School Nutrition Directors in the purchase of equipment that will enhance the long-term implementation of their school meal programs with a preference to increasing school breakfasts served outside the cafeteria and afterschool suppers. Schools may apply for up to \$5000 to purchase foodservice equipment for the storage, handling and delivery of dairy foods. Equipment may include insulated bags, transportation carts, kiosks or remote point of sale equipment for meals sold outside of the cafeteria. For more information, watch this [short video](#) on how to complete a successful grant application. These grants are competitive and not all applications will be approved for funding even if all requirements are met.

Upcoming Summer Trainings

ICN Orientation to School Nutrition Management

- The training will be held in **Pierre on June 11th - 15th 2018**
- This course will provide an overview of school nutrition programs, define the role and responsibilities of a director, and review the relationship between local policies and state/federal regulations.
- Who should this training? We recommend this training to new and aspiring school nutrition program directors with five years or less experience
- **Register for this training by May 25th, 2018.**
- *CANS Webpage -> NSLP -> Training Opportunities* OR Registration Link: https://www.surveymonkey.com/r/CANS_ICN_Orientation_to_School_Nutrition_training

ICN Financial Management

- The training will be held in **Pierre, on July 17th - 18th 2018**
- Good financial management is critical for successful school nutrition programs. The ability to interpret the financial outcomes of operational decisions is essential to effective management of school nutrition programs.
- The training includes procedures for consistently recording financial data, recommendations for generating standard financial reports, and guidelines for

interpreting the outcomes of financial decisions.

- Who should attend Financial Management: A Course for School Nutrition Directors training? We recommend that Business Managers and Food Service leads attend this course together.
- The training includes pricing guides, recording financial data consistently, determining compliance with regulatory requirements (PLE, non-program foods), meals per labor hour and assessing your school nutrition program for better financial outcomes.
- **Register for this training by June 15th, 2018.**
- *CANS Webpage* -> *NSLP* -> *Training Opportunities* OR Registration Link: [https://www.surveymonkey.com/r/CANS ICN Financial Management](https://www.surveymonkey.com/r/CANS_ICN_Financial_Management)

PLE Tool—Released!

The PLE Tool for school year 2018-2019 has been released! You can find the PLE tool posted on the [CANS NSLP](#) website as well as in your school year 2018-19 iCAN application when those open. There has not been notice of a PLE Tool exemption for this school year, however, USDA Memo [SP12-2018](#) allows schools who had a zero or positive balance as of January 31st, 2018 the option of not raising their prices, regardless of if the PLE Tool says they need to. It is also recommended that even if your school is not going to raise their paid lunch prices for next year because you qualify for this flexibility, that you still complete the PLE Tool so that you have your weighted average price to complete the PLE Tool in school year 2019-20. This flexibility is currently only allowed for the 2018-19 school year.

FFVP SY18-19 Application Available in First Week of May

Fresh Fruit and Vegetable Program applications are to be available in iCAN in the first week of May. If an elementary school in your school district is interested in applying, please contact Rob Ingalls (rob.ingalls@state.sd.us).

Please see the [FFVP iCAN User Manual](#) for step-by-step application instructions.

The deadline to complete the FFVP SY18-19 application is May 21, 2018.

Fresh Fruit and Vegetable Program (FFVP) — Application Request

Child & Adult Nutrition Services (CANS) is preparing the Fresh Fruit and Vegetable Program (FFVP) application for SY18-19. This is an optional program. An elementary school in your district may be eligible for program participation. If you are interested in participating in the FFVP for SY18-19, please click the below link, and fill out school name and contact information to request an application. The contact person will be notified of when applications become available. Selection for the program is based on free/reduced eligibility percentage from the most recent October site claims (October 2017 lunch claim) and FFVP application responses.

[2018-19 Fresh Fruit and Vegetable Program - Application Request](#)

Please Note: This is the request to receive an application. If requested, you will receive notification of the FFVP application once available. CANS is planning on having the FFVP application available within the iCAN system, which will require a user to have FFVP application access.

The Fresh Fruit and Vegetable Program provides funds to elementary schools for purchase of a fresh fruits and vegetable snack. Preference of site selection is given to high free/reduced eligibility from the most recent October Survey. Participating sites purchase fresh fruits and vegetables for usage on the program, and submit monthly claims. Claims are processed, and reimbursement is provided to the participating site.

The service of the FFVP must be provided during the school day, and not served in conjunction with other federal programs (cannot be served at the same time as breakfast, or lunch). Also, the service of fresh fruits and vegetables *cannot* be served with accompaniments (fruits and vegetables *cannot* be served with juice, milk, bread, etc.). FFVP dollars cannot be used to cover the cost of fruits and vegetable served at lunch or breakfast service. Additionally, the FFVP must be scheduled to be provided at least twice per week.

Feel free to visit the [Fresh Fruit and Vegetable Program webpage](#) for additional information and resources.

All current participants will be automatically invited, once applications are available.

Meal Change Request Memo and Form

[NSLP Memo 232-1](#) and the corresponding [Meal Change Request Form](#) have recently been updated to reflect current guidance.

If you are a CACFP or SFSP program operator, please see the program-consistent memo, as memos are different among programs.

A change to a meal is necessary when a major life activity is impacted. If the meal change request can be met while staying within the meal pattern, a statement from the recognized medical authority is not required.

The menu planner and school should work with the household when accommodating a student's meal change request.

For more information, please review Memo 232-1, along with other Meal Change Request resources:

[Accommodating Children with Disabilities in the School Meal Programs' guidebook](#)
[USDA Memo SP 26-2017](#) (Q&As)
[USDA Memo SP 59-2016](#)

Please feel free to contact the CANS office with any questions.

Smarter Lunchroom Tips

https://www.youtube.com/playlist?list=PLaqD6X6pQgmKGBGknhuaKn_L_e3dbWhn4

Name that Meal: Themes Boost Mealtime Engagement and Participation

Have theme meals: they're fun, increase participation and create a positive environment. Use creative names, colorful signs, play fun music, recruit teachers to be walking spokesmen to "rave" about new items to the kids.

Fruit Front-and-Center Drives Sales

Highlight fruit, don't force kids to take fruit - it's required, but we know that if you force students to take fruit they are less likely to eat it. Give them several chances, display fruit in attractive ways, use fun signs to remind kids to take fruit, have staff encourage students.

Boost Breakfast Participation with Students' Marketing Power

Allow students to take the lead with some marketing plans and run with their ideas. Boost breakfast participation with students' marketing power, which creates student ownership. Let them ask each other what they want. Create fun names for breakfast ideas, let students tell friends about it.

Proposed Rule: Hiring Flexibility Under Professional Standards

On Tuesday March 6, 2018, the Food and Nutrition Service (FNS) published a Proposed Rule, entitled, Hiring Flexibility Under Professional Standards. This proposed rule would add four flexibilities to the hiring standards for new school nutrition program directors in small local educational agencies (LEAs) and new school nutrition program State directors under the professional standards regulations for the National School Lunch and School Breakfast Programs.

- First, to address the hiring challenge faced by small LEAs, those with 2,499 or fewer students, this rule would require relevant food service experience rather than school nutrition program experience for new directors.
- Second, it would provide State agencies with discretion to consider volunteer or unpaid work as relevant food service experience for new school nutrition program directors in small LEAs.
- Third, to further assist LEAs with less than 500 students, this proposed rule would expand the existing regulatory flexibility which gives State agencies discretion to accept less than the required years of food service experience when an applicant for a new director position has the minimum required education.
- Fourth, this rule would also add flexibility to the hiring standards for State directors of school nutrition programs by considering applicants with either a bachelor's or a master's degree in specific, relevant fields.

These proposed changes are expected to expand the pool of candidates qualified to serve as leaders in the school nutrition programs while continuing to ensure that school nutrition professionals are able to perform their duties effectively and efficiently.

The Proposed Rule will be available for public comment through May 7, 2018. Electronic comments are preferred and may be submitted at: <https://www.regulations.gov/>.

Food Safety Plan Update

The Food Safety Plan on the CANS webpage has been updated. [Click Here](#) to access the Word document of the updated Food Safety Plan. Schools are not required to replace Food Safety Plans with this update, as changes are minimal.

Updates include: Updated DOE logo, CANS footer, instructions for review/update of SOP's, requirement reminders, and Food Safety Checklist frequency.

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Previously, the Food Safety Checklist was identified to be completed daily; the newly posted Food Safety Plan identifies that the Food Safety Checklist be completed weekly. Well-established programs with minimal food safety violations may complete the Food Safety Checklist once per month, but must update the checklist AND SOP's to indicate actual frequency.

As a reminder, Food Safety SOP's must be reviewed annually; signing off on individual SOP's provides assurance that the individual SOP was reviewed. Review signature & date on individual SOP's can be completed by the Food Service Director or Site Manager (head cook).

SNA Webinar Wednesdays

On Wednesdays the School Nutrition Association (SNA) presents webinars relating to various topics across the Child Nutrition Programs. Below you will find a list of upcoming webinars that they will be hosting for the remainder of the school year.

You can find more information about each of the webinars as well as registration information here: <http://schoolnutrition.org/Webinars/>

Registration is Open:

Best of #LAC18: Natural Disasters - Preparation & Impact

Wednesday, May 2, 2018, 2018, 1:00 pm CT / 12:00 pm MT

In the wake of a natural disaster, school nutrition professionals are often first responders. Join this webinar to learn about year-round preparation efforts and direct solutions from directors and state agency officials who have experienced the effects of record-breaking climate events.

Emotional Intelligence: The Leadership Edge

Wednesday, May 9, 2018, 2018, 1:00 pm CT / 12:00 pm MT

This webinar will focus on the mindset and skill set for enhancing your social and emotional intelligence. Learn to better understand interpersonal differences and your influence or impact on others.

Helpful Tips for Training Your Multigenerational Staff

Wednesday, May 16, 2018, 2018, 1:00 pm CT / 12:00 pm MT

Join this webinar to gain insight to help you understand the differences of the varying generations, what motivates them, and how to successfully engage them in a training environment.

Registration Coming Soon:

The Department of Education Presents: Emergency Preparedness

Wednesday, May 23, 2018, 1:00 pm CT / 12:00 pm MT

Best of #LAC18: Procurement Ethics - What Should You Do?

Wednesday, May 30, 2018, 1:00 pm CT / 12:00 pm MT

Best of #LAC18: Mastering Forecasting through Cycle Menus

Wednesday, June 20, 2018, 1:00 pm CT / 12:00 pm MT



Building the Future with CACFP

Upcoming CACFP Training Workshops

The following workshop dates and locations have been set for the spring 2018 CACFP workshops.

“CACFP Basic Training” workshops are suggested for new agencies in the CACFP or new staff working with the CACFP within your agency. These are not workshops intended for “veteran” employees who have recently attended a CACFP workshop. These workshops provide very basic training in the Child and Adult Care Food Program. In 2018, the format for this training changed significantly. The topics have been divided into two separate days. The first day will cover the CACFP duties that are typically done by administrative staff. The second day will cover the duties that are typically done by food service staff. Some of the CACFP training topics will be covered on both days since they are duties that may apply to both administrative and food service staff. We understand that some agencies have the same person doing all (or most) of the CACFP duties. When the same person is attending both dates, the repeat sessions only need to be attended on one day; however, that individual would be welcome to attend on both days, if desired. These training sessions are a chance to gain information that is needed to operate the CACFP and are free of charge. Registration is limited to 25 people per session. Due to the limited number of participants, new agencies and new staff will be given highest priority.

“CACFP Plus! Training” is suggested for agencies that have CACFP staff that just need a review of the requirements to meet the annual training requirement but do not need an in-depth training on the topics. This workshop includes all of the required CACFP annual training topics. Please notice that we are offering two sessions of the CACFP Plus! workshops in Rapid City and Sioux Falls. Each session will be identical.

The dates and locations of the CACFP Plus! training are as follows:

May 10	Rapid City	Youth & Family Services
May 11	Rapid City	Youth & Family Services
May 22	Aberdeen	YMCA of Aberdeen
May 23	Watertown	Lake Area Technical Institute
June 5	Sioux Falls	Augustana University
June 6	Sioux Falls	Augustana University
June 21	Pierre	MacKay Building
June 27	Mitchell	Mitchell Technical Institute

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The dates and locations of the CACFP Basic training are as follows:

May 8	Administrative	Rapid City	Youth & Family Services
May 9	Food Service	Rapid City	Youth & Family Services
May 30	Administrative	Sioux Falls	Sioux Falls School District
May 31	Food Service	Sioux Falls	Sioux Falls School District
June 19	Administrative	Pierre	Mackay Building
June 20	Food Service	Pierre	Mackay Building

Pre-registration is required for all workshops. There is no charge to attend. For more information please contact Melissa Halling at (605) 280-2696 or by email at Melissa.Halling@state.sd.us.

Mealtime Memo for Child Care

The March 2018 issue of *Mealtime Memo for Child Care*, the monthly newsletter that includes menus, recipes, and activities related to child care, is now online.

Sowing Seed - The Growing Time

Spring is a time for sowing or planting. Child care providers can take this time to teach children in their care where food comes from and how it is grown. You can grow food in a garden or if space is limited for growing food outside, you can have an indoor garden that can work very well. This memo will provide information on herbs and spices and how to grow an indoor garden in the classroom.

SFSP Operational Trainings and Application

The Summer Food Service Program Operational Trainings are optional but provided by the State Agency for training on the Summer Food Service Program Meal Pattern and the foodservice and monitoring requirements of the Summer Food Service Program. Foodservice staffs in their first year on the program and following the SFSP meal pattern were encouraged to attend a SFSP Operational Training in April. The trainings being offered:

- Thursday, April 12, 2018 – Rapid City, SD
- Tuesday, April 17, 2018 - Pierre, SD
- Wednesday, April 25, 2018 – Sioux Falls, SD

The iCAN SFSP applicaiton is open. Please submit no later than two weeks prior the date you hope to start feeding. The application must be approved prior your first day feeding in order to be able to claim meals. All applicants must enter the necessary information in this sequence and as a returning sponsor you still need to review everything for accuracy, new training dates (be sure to check the box on training date entries, certifications and after attaching checklist items):

- 1) Sponsor Application
- 2) Management Plan
- 3) Food Production Facility List (complete for central kitchen/vended/FSMC) skip otherwise. There are questions to answer here on contracts if you have one for vended or FSMC, the copy of the contract is uploaded in step 6 Budget Detail.
- 4) Site Applications (Summer Food Service Program – listed at bottom of application screen).
- 5) Checklist Summary
 - a. Sponsor Items (Upload the Meal Count Form, Attestation – CANS Sub-Recipient Agreement Clauses and Health Inspection Letter on your letterhead)
 - b. Site Checklist Items (Some items you need to complete and upload others are templates and you must put on your agency / school letterhead and complete and then upload). The Site Labor Budget form for each feeding location is required to be uploaded here. Make copies and total them if you have more than one feeding site for use in the Budget Detail.
- 6) Budget Detail (Upload copies of all contracts, rental equipment, colony agreements, and Food Service Management Company Contracts).
- 7) Attachment List (This is where you will attach your on-site training later after it is completed, additional documentation for eligibility etc.).
- 8) SUBMIT FOR APPROVAL

Contact julie.mccord@state.sd.us with question or to get more information.

Action for Healthy Kids

Webinar Series for SY 2017-2018

One of our partner organizations in the Child Nutrition Programs, **Action for Healthy Kids**, recently released their fall and winter webinars schedule for the upcoming school year. These webinars will cover a wide range of topics to improve the health and wellness of your school: improving your local Wellness Policy, ideas for Smart Snacks in schools, breakfast in the classroom, messaging to parents, and more!

You can register for one or all of the following webinars by going to this website: <http://www.actionforhealthykids.org/events/webinars> and selecting the webinars you wish to attend or clicking on the individual webinar listed below. Please note, these webinars are not hosted by CANS.

[Wellness Wednesday: How to Show Your Volunteers They're Valued](#)

Wednesday, May 9, 2018 | 30 minutes | 3:00 PM (CT), 2:00 PM (MT)

As the end of the school year approaches, it's a great time to show all the family and community members who have helped support your school health efforts throughout the year just how much you appreciate them. Join Action for Healthy Kids for this Wellness Wednesday Webinar and hear some creative ways other schools have thanked their volunteers and engaged them to become even more active in the future.

Updated Policies

Some policies have multiple numbers. That means those apply to multiple programs.

Child & Adult Care Food Program

Two new policies have been issued for Child & Adult Care Food Program. Current policies can be found at <http://www.fns.usda.gov/cacfp/policy> (CACFP memos). No new announcements have been published in the Federal Register affecting the programs.

Date	Document #	Title
04/12/2018	CACFP09-2018	Grain Requirements in the Child and Adult Care Food Program; Questions and Answers
04/04/2018	CACFP10-2018	Conducting Five-Day Reconciliation in the Child and Adult Care Food Program, with Questions and Answers

School Nutrition Programs (SP Memos)

Policies that apply to school operation and administration can be found at <http://www.fns.usda.gov/school-meals/policy>. **One** new policy has been issued since the last Bulletin.

Date	Document #	Title
04/19/2018	SP12-2018	Paid Lunch Equity: Guidance for School Year 2018-19

Summer Food Service Program

No new policies have been issued for Summer Food Service Program. Policies can be found at <http://www.fns.usda.gov/sfsp/policy>. In addition, no new notices have been published in the Federal Register affecting the programs.

Food Distribution

No new policies have been issued for food distribution programs since the last bulletin. Food Distribution policies can be found at <http://www.fns.usda.gov/fdd/policy>. No new announcements have been published in the Federal Register affecting the programs.

Requests for Comments

According to the USDA websites, the following comment requests are open:

Date	Title	Comments Due
03/06/2018	Hiring Flexibility Under Professional Standards	05/07/2018

Contact CANS

For any question, comments, or concerns

Email: DOE.SchoolLunch@state.sd.us

Phone: (605) 773-3413

Fax: (605) 773-6846

This institution is an equal opportunity provider.

Professional Standards Reminder: Any learning or training you receive about any aspect of the School Nutrition Programs can be counted as training time towards the professional standards annual training requirement. Reading the bulletin each month does count towards training hours.

Please retain documentation to show what topics were trained. For example, agenda, topics, handbook, certificate, etc. And record training on a Tracking Tool – we suggest using the [SD Tracker Tool](#) posted on the CANS NSLP website.

To credit training hours for time spent reading the Nutrition Bulletin, you will need to keep track of the time you spent reading and determine the applicable training codes. Appropriate documentation for this would be a copy of the bulletin signed and dated with the amount of time written on it.